

Our Lady of Lourdes Parish Management Team Meeting

(Parish Council and Parish Staff Management Team)



FINAL

APRIL 27, 2009

7:00PM TO 8:30PM

ST. ROBERT HALL

MEETING CALLED BY	President Jackie Neumann
TYPE OF MEETING	Parish Management Team Monthly Meeting
FACILITATOR	President Jackie Neumann
NOTE TAKER	Secretary Linda Shore
TIMEKEEPER	Secretary Linda Shore
ATTENDEES	President: Jackie Neumann; Past President: Bill Maly, Vice President: Mick Owens, Secretary: Linda Shore; Worship Staff Representative: Carol Clark; Worship Representatives: Steve Tapogna, Mary Niehaus; Social Outreach Representative: Mike Brunsman, Kevin Finn; School Representative: Marcia Kluesener; Fellowship & Involvement Staff Representative: Sue Broerman; Fellowship Representatives: Mark Telles; Finance Representative: Jim Zeller; Pastor: Fr. Dave Sunberg.

Agenda topics

5 MINUTES	OPENING PRAYER ATTENDANCE APPROVAL OF MARCH 23, 2009 MINUTES	FR. DAVE SUNBERG LINDA SHORE JACKIE NEUMANN
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MINUTES		REPORT FROM THE PASTOR	
DISCUSSION	Fr. Dave reported the new school principal is Aimee Ellmaker. She has been vice principal at All Saints School in Kenwood and is an active member of St Antoninus Parish. He also reported that thirty- eight Ed Choice students are registered for the 09/10 school year and that the majority are parishioners and will be entering kindergarten.		
CONCLUSIONS	None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

15 MINUTES	REPORT FROM FINANCE COMMISSION/STEWARDSHIP CAMPAIGN	JIM FREDE/JIM ZELLER
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DISCUSSION	Stewardship Campaign Update: Our Faith, Our Parish, Our Future: No report Budget: Jim Zeller reported that the finance committee has not finalized the budget so it is not yet ready for approval by the PMT. Weekly collections are down \$70,000 compared to last year and down 15,1000 against budget. The parish needs to increase revenue. Ideas were
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discussed: 1. Fr. Dave to request from the pulpit for an additional contribution per week from each family. 2. Raffle off a car. 3. Reinstate the 1927 Club 5. Open to other ideas for revenue generation.

Complete report attached.

CONCLUSIONS		
None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

MINUTES

ASSMBLY REPORTS DISCUSSION

VARIOUS

DISCUSSION		
<p>Worship Commission: None submitted. Social Action: None submitted. School: None submitted. Fellowship: None submitted. Catechetical & Evangelization: Report submitted. Finance: Report submitted.</p>		
CONCLUSIONS		
None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

60 MINUTES

OLD BUSINESS

VARIOUS

DISCUSSION		
<p>Volunteer of the Week: Nominated</p> <p>Year of the Mass: Jackie Neumann reported that Paul Conway met with Michael Vanderburgh and Brian Doyle at the Chancery Office on April 15. They represent the Department of Stewardship. He shared with them our Year of the Mass program. They felt that the comprehensive Stewardship Program sponsored by the US Catholic Bishops would be helpful to our parish. Paul brought the resources he was given describing it and indicated that Brian Doyle would be willing to make a presentation adjusted to our needs.</p> <p>Youth Ministry Discussion: Conrad Norby absent. Deferred to next meeting on May 18th.</p> <p>Nominating Committee Chair: Committee chair absent. Jackie reported on the nominees. Elections to be held on May 3rd.</p>		
CONCLUSIONS		
None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Stewardship Program Presentation	Jackie Neumann	May/June PMT
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15 MINUTES **NEW BUSINESS** **VARIOUS**

DISCUSSION

Singles' Group Ministry: Amanda Boehmer absent. Item deferred until May meeting.

PMT Core Issues and Plan for 2009-2010: Mick Owens discussed improving the productivity of PMT. Primary Goals: Mass Participation (1000 nonparticipating families), Youth, Staying out of debt/balancing the budget, School enrollment, Communication. Discussion ensued to order the 5 goals from most important to least important. Many of the items are intertwined. The plan is to form a series of task force teams comprised of PMT members to address each goal. The PMT members would ask other parishioners to join the committee and work on the goal in a small group setting and then report back to the PMT on a periodic basis. Staff members would be welcome to be part of a task force.

CONCLUSIONS

None

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

CLOSING PRAYER BY FATHER DAVE

OBSERVERS	None
RESOURCE PERSONS	None
SPECIAL NOTES	Assembly reports submitted are attached below.

**DRE PMT REPORT
April 27, 2009**

Sacraments

First Communion weekend is April 25 and 26 at the 4 p.m., 10 a.m., and 11:30 a.m. Masses. This Sacrament of Initiation is a beautiful parish event.

Confirmation was celebrated on February 19 with Archbishop Pilarczyk as celebrant. All went well. Parents were very appreciative of the effort and attention that OLL gives to preparing our children for this sacrament. Next year our new archbishop, Dennis M. Schnurr, will be the celebrant.

Religious Education Program

- The parents of the children in the Early Childhood and the Monday evening Religious Education Programs had an Appreciation Brunch for all of the volunteer teachers and assistants on Sunday, March 15, in the cafeteria. This was a way for the parents to show their appreciation to all of the volunteers in the program. The teachers were very moved by the attention that they received. We have 36 teachers and assistants who volunteer in the programs.
- The Early Childhood students will sing their Mother's Day song before the 10 a.m. Mass on May 10.
- The Religious Ed. Program will have a Closing Prayer Service on Monday, May 11. This will conclude our program for this year. Teachers will be recognized and students will receive attendance awards. The Religious Education Programs served 122 children this year.

Liturgy of the Word with Children

Liturgy of the Word with Children has had 25-40 children participating on Sunday mornings at the 10 a.m. Mass. The last day for this program will be on Mother's Day.

Fr. Tim Schehr

Fr. Tim, who was here in January, will return January 2010 to discuss the Prophets. Approximately 40 people attended this year's presentation on the Letters of St. Paul.

Blessing of Expectant Parents

There will be a Blessing of Expectant Parents on Sunday, May 31, at the 10 a.m. Mass. The Elizabeth Ministry will be available in the Gathering Space after Mass to familiarize parishioners with this ministry.

YEAR OF THE MASS CORE TEAM Wednesday, April 22, 2009 POC Library MINUTES

Present: Paul Conway, Sr. Maria Hill, Shari Kessler, Bill Maly, Jackie Neumann, Mick Owens, Fr. Dave Sunberg.

Prayer: Sister Maria led the group in the Year of the Mass prayer.

Activities List

Jackie Neumann pulled together all activities that we had earlier decided we either wanted to do or would still consider doing, including those that Becca Morra recently created. The list needs to be worked on and refined. However, there wasn't time at this meeting to do the work necessary. This item will be on the agenda for the next conference call meeting.

Jackie spoke with Mark Madden, Chair of the Evangelization Team (E Team), asking if the E Team would be willing to organize the welcoming events at OLL, e.g. After Mass Receptions. He said he would bring that request to the team and get back to us with a response.

Archdiocesan Resources

Paul Conway met with Michael Vanderburgh and Brian Doyle at the Chancery Office on April 15. They represent the Department of Stewardship. He shared with them our Year of the Mass program. They felt that the comprehensive Stewardship Program sponsored by the US Catholic Bishops would be helpful to our parish. Paul brought the resources he was given describing it and indicated that Brian Doyle would be willing to make a presentation adjusted to our needs.

One of the resources was the book, Living Your Strengths co-authored by Albert L. Winseman and The Gallup Organization. Sister Maria shared that she, Jim Frede and Sue Broerman attended a workshop given by Albert Winseman and Leisa Anslinger in February, 2008, where the ideas of this book, and another book by Winseman and Gallup entitled Growing an Engaged Church were featured. At that time Jim, Sue and Maria each purchased the book, Living Your Strengths and took the Skills Inventory online.

The Core Team got excited about the possibility of using this material at Our Lady of Lourdes. A Strength-Based Parish believes that we are at our best when we do what we naturally do best. **Paul Conway** will talk with Brian Doyle to ask if he would be willing to make a presentation on that part of the Stewardship Program (not the financial aspect) to the PMT and the YOM Core Team either May 18 or June 22, the regularly-scheduled PMT Meetings. The purpose would be for the PMT to make a recommendation regarding whether or not it would be a program the parish would want to adopt, i.e. learning to know one's strengths in order to know where to place one's energies (time and talent) in support of the parish community. Jim, Sue and Maria could do "color commentary!"

Mick reminded the group of the PMT change plan which includes task forces on specific issues and the expectation that each member would join a task force. He indicated that it would be helpful for them to have taken the Skills Inventory before signing up for a task force, so that each person would join the task force that best suited his/her strengths.

Year of the Mass Core Team 2009-2010

Fr. Dave suggested that we get the Worship Commission involved in the Year of the Mass Core Team so that when the Core Team disbands they would be able to do any follow-up work that would be helpful in fulfilling YOM objectives. It was thought that the Core Team would continue for one more year, through June, 2010. Remaining on the team are Jackie, Bill Maly, Becca Morra and Shari Kessler. To be determined is Bonnie Perrino Badinghaus. Paul Conway, Mick Owens, Sister Maria will be moving off the team. Roger Adams may be the E Team representative to the Core Team, but not on the Core

Team itself. It was suggested that someone from the Worship Commission become a member of the Core Team. *Jackie* will contact John Burwinkel to see if someone from Worship would want to join the YOM Core Team.

Receptions after Mass

One welcoming activity possible for next year is to assign once-a-month After Mass Receptions to various committees, so that each committee would be responsible for hosting one a year. No decision was made during this meeting.

Brand and Tag Lines

It was decided to use as a tag line for 2009-2010, "The Mass is Never Ended." Our hope is to use that line arched on top of the same log from this past year, and to leave off the other words, "Living and Loving the Eucharist" and "The Meeting Place between Heaven and Earth." *Jackie* will contact Dee Fagedes, parishioner artist who designed the logo, to see how our ideas fit in with her thinking.

Prayer for the Mass is Never Ended

There was a lengthy discussion regarding whether or not we would create a new prayer for Year Two of The Year of the Mass. It was decided to do that; *Maria* will write the prayer and offer a first draft to committee members for critique. It was suggested that we keep the opening sentence and the last phrase of the current prayer and that the focus of the remaining words would be on going forth to live as committed Christians.

The hope is that we would have prayer cards and copies placed in the Gather book to replace those there for the current year.

Newsletter Articles

Both Roger and Paul had agreed at the March meeting to write articles promoting more reverence at Mass and reminding parishioners of their obligation as Catholics to attend Sunday Mass, while emphasizing doing it out of a value system rather than merely as an obligation. The May Parish Newsletter was available, so we were able to read Roger's article that was included. Paul submitted his article to the group; some suggestions were made and *Paul* will work on a revision for the June Newsletter. Members were invited to send changes directly to Paul.

Next Meetings

- Tuesday, May 5, 6:00 p.m. conference call
- Wednesday, May 27, 7:00 p.m. in POC Library

Respectfully submitted,

Maria Hill, csj

Finance Meeting April 2009

- Sunday collections are down approximately \$70,000 compared with L.Y and down \$15,000 against budget.
- Ohio School Administrative Reimbursement expected to go down for next year
- The lack of revenues vs. an already lean expense budget is forcing us to dip into the reserves that were intended for emergency major projects.
- We could end this fiscal year with a \$120,000 deficit.
- Working on the budget for fiscal 2009-2010 still has us projecting a \$95,000 deficit. This is down from the original proposal that had us at \$175,000 deficit. We are still working to see if we can get that lower.
- Currently, we have made expenses as lean as possible, without sacrificing services.
- We need to find a way to increase revenues:
 - Perhaps car raffle?
 - Reduce amount of parish subsidy of school?
 - Appeal from pulpit from Fr. Dave

- Our main focus over the next meetings will be to find a way to balance budget through an increase in revenues. We must not allow us to get into a debt situation again.

